



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 876812-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 31, 1987	1. Agency Address Office of Commissioner of Insurance State Fire Marshal's Office 716 West Tower, Floyd Building #2 Martin Luther King, Jr. Dr. Atlanta, Georgia 30334	Application Number 88-1	Date Received AUG 12 1987
Application Number		Date Completed JAN 27 1988	
2. Person to Contact Randall L. Kersey		Working Title Assistant State Fire Marshal	Telephone Number 656-7087
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest N/A	Latest Present	5. Records Series Title (followed by title used in office, if different) Georgia Crime Information Council Criminal History Report	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Investigation Division of the State Fire Marshal's Office is charged under the provisions of CCGA 25-2, to investigate fires of a criminal nature. The investigations are to determine if criminal intent was the cause of the fire and pursue judicial proceedings if this is the case. During the course of the investigation, it is necessary to check for possible previous criminal activity through the use of Georgia Crime Information Council (GCIC) and the National Crime Information Council (NCIC) inquiries.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: ^{Reference} Individual's criminal history; also information dealing with vehicle identification using tag numbers or vehicle identification numbers. Included are: Computer printouts containing arrest records, dispositions, description of person being checked, etc. Printouts pertaining to vehicle identification and tag information. File is arranged: See attachment			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>0</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

	X	If not, where is it? GCIC
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. O.C.A. 35-3 O.C.G.A. 35-3-35B
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Accessed by GCIC computer from main headquarters
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 0 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

See Attachment

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Immediately then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

If this computer printout is usable, it is placed in the investigation case file and disposed of according to retention schedule #75-182-A. If not usable, record is destroyed by shredding immediately.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Thomas H. Oberhart</i>	8/11/87	<i>Fred Anderson</i>	8-12-87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
88-1		State Auditor/Designee	<i>W. H. Settle</i> 1-25-88
		Secretary of State/Designee	<i>Edward Wilson</i> 1/20/88
		Attorney General/Designee	<i>Gregory S. Leggett</i> 1/24/88